



Florida Recovery Obligation Calculation (F-ROC!)

Disaster Readiness Assessment (DRA) Frequently Asked Questions (FAQ)

This is a reference document that details answers to frequently asked questions on the Disaster Readiness Assessment. If you have a question that is not answered in this document, please send an email to F-ROC@em.myflorida.com !



1. How do I access the system?

- **Answer:** The web address for KPMG Smart Grants Platform FEMA PA is <https://fldrqs.managedgrants.com>. Prior to logging into KPMG Smart Grants Platform FEMA PA, you will create a user account. Your email address provided to the state will serve as your unique username to log in to the platform. When navigating, please 'click' on the action buttons instead of using the enter button on your keyboard. At the Sign in screen, select "Sign up now" to create your account. At the next screen, enter your email address and select "send verification code." You will receive an email with a verification code to be entered into the platform. Once you receive your verification code, enter the code, and select "Verify code. You will then be directed to the account creation page. Once at the account creation page, create your password and provide your user information. Once your user account has been created, you can then log into the KPMG Smart Grants Platform FEMA PA using your email address and password. A verification code will be required each time you login to the platform.

2. When filling out DRA how should we handle policies that are, essentially, shared? The most common example of this was Debris Removal Plans, which gives primary responsibility for the work to the County but names the local municipalities as partners.

- **Answer:** This would depend on how the debris is claimed to FEMA. Will all costs be rolled up to FEMA under the County as the Applicant? If so, then the municipalities would answer N/A to the debris questions. If the municipality does claim debris to FEMA and utilizes the County policy, they would upload that in their DRA and be scored accordingly.

3. Does the Applicant's (and all core departments) labor policy have set non-discretionary criteria for when the applicant activates various pay types? In reference to: DRA 4C: Can FDEM provide clarity on "non-discretionary?"

- **Answer:** The compensation should be based on uniform standards defined in the pay policy and not certain personnel's decision. For example, language such as "the Manager may, in his or her discretion, award overtime compensation" would not be permissible because this makes the award of overtime compensation discretionary.

4. Does the Applicant's labor policy note that a backfill employee (an employee that is temporarily replacing another employee who is responding to the incident – work performed does not need to be eligible work) should be paid at their normal pay rate? In reference to DRA 5B: Could FDEM clarify "backfill employees?" The County and departments often backfill employees when engaging in mutual aid. Would this be counted even though they are not responding to an event?

- **Answer:** Per the PAPPG, a backfill worker's eligibility is described below:
 - The Applicant may need to temporarily replace an employee who is responding to the incident. Overtime costs for the backfill employee are eligible even if the backfill employee is not performing eligible work as long as the employee that he/she is replacing is performing eligible Emergency Work. FEMA also provides PA funding for straight time if the backfill employee is a:
 - Contracted or temporary employee; or
 - Permanent employee called in on a normally scheduled day off (weekend or other off day).
 - If the backfill employee is called in from scheduled leave, only overtime is eligible.



5. Does the Applicant intend to use cooperative or joint-purchasing (piggy-back) contracts? In reference to DRA 33: *Could the FDEM provide clarity on “cooperative” and “piggy backs?” As it is understood, FEMA allows cooperative agreements but not piggy backs. Does the Applicant intend to use cooperative or joint-purchasing (piggy-back) contracts?*

- **Answer:** *Per the PAPPG pg. 84, though allowed, FEMA does advise against the use of cooperative purchasing programs due to frequent compliance issues with Federal procurement requirements. Additionally, Piggyback contracting is a type of cooperative purchasing and occurs when one entity assigns the contractual rights it has in a contract to another entity. Piggyback contracts are usually not compliant with Federal requirements as the scope of work pertains to the needs of a different entity. Question 33. Is a no score question and does not penalize Applicants who do use Cooperative/piggyback contracts, the scoring is applied to question 33a. If yes, does the Applicant have written procedures for procurement and usage of piggy-back contracts? As the Division wants to ensure that those Applicants who utilize piggyback contracts do so correctly.*

6. Does the Applicant have a written Mutual Aid Agreement(s) in place with an Entity other than the state of Florida? In reference to DRA 34: *Could you provide further clarification for this question?*

- **Answer:** *Some entities have a Mutual Aid Agreement with the State of Florida. We are asking if your entity has a Mutual Aid Agreement with any other entities not through the State agreement. For example, an Electric Co-op, a different state, an interlocal agreement, etc.*

7. Many of the questions ask about written policies for routine maintenance, documenting inventory, contractor oversight, etc.? *These are handled by each department. How do I respond to the question when some departments have a written policy and others do not?*

- **Answer:** *It is recommended to coordinate with the department responsible for that specific policy or procedure. Sometimes these policies and procedures could be outlined in the entity’s procurement/purchasing policy.*
- *When answering the questions, if there are child questions after selecting “Yes”, please select “Yes” so you can complete the child questions. Additionally, please utilize the comment box on the question noting that “X departments out of X departments have written policies while X departments do not.”*
- *If there are no child questions, please select “No” and utilize the comment box on the question noting that “X departments out of X departments have written policies while X departments do not.”*

8. Does the Applicant have written procedures on how they will maintain contractor oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders? In reference to DRA 38: *Are these needed for every contract? Isn’t contract oversight given?*

- **Answer:** *Broadly speaking, Question 38 is asking whether the entity has written procedures about contractor oversight. You would not need a policy for each contract, rather, you can have one policy that all contracts adhere to.*



- 9. Does the Applicant have a system in place to account for FEMA funds on a project-by-project basis?** In reference to DRA 19: *Could FDEM clarify what type of documentation will be supported for this question?*
- **Answer:** *Please note, Federal regulations (2 CFR 200.302 and 44 CFR 206.205) require recipients and subrecipients to maintain a system that accounts for FEMA funds on a project-by-project basis. The system must disclose the financial results for all FEMA-funded activities accurately, currently, and completely. This could be a screenshot of a formal system, written procedures, and/or financial statements to determine how FEMA funds are being tracked.*
- 10. Does the Applicant utilize a centralized system that records employee type (budgeted or unbudgeted) and accounts for hours worked (straight Time or overtime) as it relates to Emergency Work?** In reference to DRA 18: *Could FDEM clarify what type of documentation will be supported for this question?*
- **Answer:** *Documentation supported for this question could include a screenshot of your time tracking system that details pay codes that specify straight time, over time, and regular or emergency work. An entity could also provide a payroll screenshot that includes pay codes or a system code listing.*